

## Functional Title: Consultant on use of energy saving technologies

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**Location:** Bishkek, Kyrgyzstan

**Primary category:** Responding to urgent needs of women and girls in marginalized and vulnerable situation exacerbated by the Coronavirus Disease (COVID-19) in Europe and Central Asia

United Nations Entity for Gender Equality  
and the Empowerment of Women

**Type of Contract:** Special Service Agreement (SSA)

**Languages required:** Fluency in Kyrgyz and Russian

**Expected start date:** 15 February 2021

**Expected end date:** 30 April 2021

**Contract duration:** 2.5 months

## Background

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UN Women was established by GA resolution 64/289 of 2 July 2010 on system-wide coherence, with a mandate to assist the Member States and the UN system to progress more effectively and efficiently towards the goal of achieving gender equality and the empowerment of women. Since 2001 UN Women (previously as UNIFEM) in Kyrgyzstan has implemented catalytic initiatives on promoting women's economic, political, and social rights. In 2012 a full Country Office was established.

The COVID19 pandemic revealed that overall unpreparedness to crisis in Kyrgyzstan is having devastating consequences for social and economic wellbeing and livelihoods of rural vulnerable families, especially women. The overall goal of the project is to empower women and girls in most vulnerable and marginalized contexts and make them act as agents of change during and in the aftermath of the COVID-19 pandemic through targeted gender-responsive actions. This includes the process of self-assessment by women of the consequences of COVID crisis to their livelihoods and help them co-define the new areas for small scale economic activities. One of such areas is promoting energy-efficient technologies as means for reducing economic burden of domestic work (water heating, housewarming, etc.) as well as new perspective for more efficient small-scale economic activities and doing less harm to the environment.

The objective of the assignment is to increase knowledge of rural women on use of energy saving technologies in household chores with positive implications on domestic workload, increasing awareness of conscious energy consumption by households as well as enabling more efficient small-scale economic activities.

## Scope of work, duties and responsibilities:

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Under the overall guidance of the Head of Program and Community Development Specialist of UN Women in the Kyrgyz Republic the Consultant will promote awareness-raising to beneficiaries about climate change and energy efficiency as a precondition of women's economic empowerment and sustainable economic development. Within the framework of the project, UN Women plans to continue working with the purpose of mitigating the consequences of climate change and improving energy efficiency.

Within the assignment, the Consultant will be responsible for implementing the following scope of activities as described below:

**Conduct gender analysis of the situation in 6 pilot communities on the spot** in Naryn (Achakayidny, Akjar villages of At-Bashy district), Osh (Kenjekul village of Kara-Suu district, Kojaryk village of Nookat district) and Jalal Abad (Baimunduz village of Bazarkorgon district, Blagoveshenka village of Suzak district) to collect and analyze data, identify needs of beneficiaries and meet objectives of increasing awareness of conscious energy consumption by households. Analysis should target data gathering through consultations and focus group discussions with men and women (in groups or separately) to identify gender dimension in energy saving/consumption, etc. To reinforce expected efforts good practices should be identified.

**Based on needs of beneficiaries and findings of situation analyses develop/adopt at least 3 training modules on energy saving technologies** such as saving of heat, water, electric power, gas, engine fuel, consumption of household and other effective devices ensuring that gender aspects are reflected in the training course/module.

**Deliver at least 3 training and 3 mentorship sessions on use of energy saving technologies** per 6 pilot communities for no less than 180 beneficiaries on each theme of training. The Consultant will be responsible for developing training materials (program, pre and posttest, handouts, presentations, list of participants, photo materials).

Training participants:

Training participants will be suggested by the partner of the project.

At least 30 women/men participants from each target village will be defined from SHGs, the same group for all 3 thematic training.

The training will be conducted in the villages. Duration and topics of the training will be based on needs' assessment during focus group discussions.

#### **Timeframe, payments and deliverables**

The duration of the consultancy is through 15 February 2021 to 30 April 2021 for 2.5 months:

The payment will be made in local currency (KGS) in two instalments based on submitted and approved timesheet, and after all the deliverables are submitted, accepted and approved:

<b>Deliverables</b>	<b>Period/month</b>	<b>Target Date</b>
1) Upon contract signing and submission of: <ul style="list-style-type: none"> <li>a. research methodology</li> <li>b. detailed work plan on implementation of the assignment</li> <li>c. schedule of focus group discussions (FGD) and training courses</li> </ul>	15 February 2021- 20 February 2021	20 February 2021
2) Final report including: <ul style="list-style-type: none"> <li>a. findings validated and documented in the report</li> <li>b. 3 training modules are developed by Consultant and approved by UN Women</li> <li>c. report on training and mentorship sessions delivered for 180 beneficiaries on at least 3 themes per 6 villages submitted and approved by UN Women (program, pre and posttest, handouts,</li> </ul>	21 February-30 April 2021	30 April 2021

<p>presentations, list of participants, photo materials etc.)</p> <p>d. at least 6 success stories from each community of project beneficiaries on practical applying and using of various types of energy-efficient sources and know how developed and published.</p> <p>Finance report submitted and approved by UN Women.</p>		
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All costs related to the travel of participants, accommodation, meals, and rental of the training room will be covered by UN Women as the organizer of the training. Village level training courses will be hosted by the SHGs/ASHGs, at no financial cost to the Consultant or UN Women.

**Inputs**

- UN Women will provide access to UN Women Office during working hours to print relevant documents or whenever required to work on-site at any point during the assignment.
- During COVID quarantine it is though recommended to the Consultant to work remotely from home keeping in touch with primary and secondary supervisors through various electronic means.
- UN Women will provide logistical support to organize trainings, meetings with project beneficiaries, when and if required.

**Required Skills and Experience**

Qualifications:

- o Good communication skills in Kyrgyz and Russian (more in Kyrgyz)
- o Ability to use a personal computer, a package of Microsoft Office applications
- o Proven track record of delivering similar courses
- o At least 3 year of relevant work experience, particularly in energy saving technologies, data collection and analysis.
- o Experience in gender equality and women’s empowerment is an asset.
- o Demonstrated strong analytical skills.

Education: University degree in energy, engineering, or a closely related discipline.

Languages: Language skills – fluency in Kyrgyz and Russian

The consultant is expected to submit reports according to the agreed format after performing the tasks specified in the TOR, including difficulties encountered during the implementation of the task and proposing solutions, as well as outlining a few recommended follow-up actions.

**Performance evaluation**

The contractor’s performance will be evaluated against criteria such as timeliness, responsibility, initiative, communication, accuracy, and quality of products delivered. The evaluation will be carried out and cleared by the hiring manager/supervisor and it will also serve as the basis for payment on a delivery-by-delivery basis to the consultant.

**Application procedure**

Applications should be submitted not later than **8 February 2021, 18:00** by sending all required documents to the following email address: [hr.kyrgyzstan@unwomen.org](mailto:hr.kyrgyzstan@unwomen.org) with the subject line "Application on Consultant on energy saving technologies". All applications must include (as attachments):

- Offeror's letter to UN Women confirming interest and availability for the assignment.
- Financial proposal, indicating a total lump sum to include all costs relating to the delivery of activities as per above description.

- P-11 form including experience in similar assignments. This form can be downloaded at <http://www.unwomen.org/about-us/employment>.

Financial proposal format:

#	Item	Unit cost in KGS	Unit cost in USD	Number of units	Total cost in KGS	Total cost in USD
1	Daily rate					
2	Other related costs (to be specified)					
	TOTAL					

Please note that the financial proposal is all-inclusive and shall consider various expenses incurred by the consultant during the contract period. The financial proposal should be provided in KGS. If the proposal is provided in any other currency, it would be converted as per UN exchange rate on the date of post closure.

**\*Note:** For any additional field visits that may be undertaken as agreed with UN Women, UN Women will provide the UN DSA, relevant UN terminals, air-ticket if necessary, and provide a vehicle.

### Evaluation of applicants

The evaluation starts with shortlisting of potential candidates and received applications against the mandatory requirements. Only full applications will be considered. Shortlisted candidates will be then evaluated using a cumulative analysis method taking into consideration the combination of the applicants' technical qualifications and experience, and financial proposal. The contract will be awarded to the individual consultant whose offer has been evaluated and determined as:

- Technically responsive/compliant/acceptable to the requirements of the ToR; and
- Having received the highest cumulative (technical & financial) score out of below defined technical and financial criteria.

#### ***The selection of candidates will be done in 3 stages:***

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

Eligibility Criteria	
1	University degree in energy, engineering or a closely related discipline.
	At least 5 year of relevant work experience, particularly in energy saving technologies, data collection and analysis.
2	Proven track record of delivering similar courses
3	Good communication skills in Kyrgyz and Russian (more in Kyrgyz)
4	Experience in gender equality and women's empowerment is an asset
5	Demonstrated strong analytical skills.

**2<sup>nd</sup> stage:** Technical Evaluation/ Interview.

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

Criteria	Weight	Max. Point
Technical	70%	70

<b>Experience, including:</b>	<b>50%</b>	<b>Maximum 50 points, including:</b>
<ul style="list-style-type: none"> <li>At least 5 year of relevant work experience, particularly in energy saving technologies, data collection and analysis. (2 points each additional year of experience but no more than 6 points)</li> </ul>	30%	24  6
Additional requirements: <ul style="list-style-type: none"> <li>Proven track record of delivering similar courses</li> <li>Experience in gender equality and women's empowerment</li> </ul>	10%	10
<b>Knowledge, skills and competencies, including:</b>	<b>20%</b>	<b>Maximum 20 points, including:</b>
<ul style="list-style-type: none"> <li>Excellent knowledge of Kyrgyz, Russian</li> </ul>	10%	10
<ul style="list-style-type: none"> <li>Evidence of University degree in energy, engineering, or a closely related discipline.</li> </ul>	10%	10
<b>Only candidates obtaining a minimum of 49 points out of 70 points at the Technical Evaluation/ Interview will be considered for the Financial Evaluation</b>		
Financial	30%	30

3<sup>rd</sup> stage: Financial evaluation will be conducted according to the method described below:

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A suggested formula is as follows:  $p=30 (\mu/z)$

Where:

p - points for the financial proposal being evaluated.

$\mu$  - price of the lowest priced proposal.

z - price of the proposal being evaluated

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

*The Consultant shall promote a client-oriented approach consistent with UN Women rules and regulations and commits to high standards of quality, productivity, and timeliness in the delivery of tasks. The Consultant will meet and apply the highest standards of integrity and impartiality.*

*The Consultant must be fully dedicated to the mandate and the values of UN Women, particularly to promoting Gender Equality as a strategy to reduce conflict, improve livelihoods and ensure fairness and justice; to Women Empowerment underpinning Gender Equality promotion efforts; to inter-ethnic tolerance and concord; and to respect for diversity.*