**Terms of reference**

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| **Position:** | National Coordinator and Technical Expert (hereinafter referred to as the Executor) |
| **Project Name:** | Global Clean Technology Innovation Program in Kazakhstan-Promoting Clean Technology Innovation and entrepreneurship in SMEs to Create green jobs in Kazakhstan |
| **Contract Type:** | Contract on paid provision of services |
| **Place of provision of services:** | Astana, Kazakhstan |
| **Service delivery period:** | From the date of signing the agreement until December 31, 2025 |

**INTRODUCTION:**

The International Center for Green Technologies and Investment Projects (hereinafter referred to as the Center), in 2020, was designated by the Ministry of Ecology and Natural Resources of the Republic of Kazakhstan as the National Implementing Organization of the project "Global Clean Technology Innovation Program in Kazakhstan-Promotion of Clean Technology Innovations and Entrepreneurship in SMEs to create green jobs in Kazakhstan GCIP-Kazakhstan) and in 2022 under the Readiness project "Further strengthening of Kazakhstan's programming capacity, institutional support for expanding direct access to the Green Climate Fund (hereinafter – GCF) and development of the green Finance system".

GCIP-Kazakhstan aims to develop and scale innovative solutions that should lead to a reduction in greenhouse gas emissions and resource consumption. In addition, the project is aimed at attracting investment, creating jobs, and developing the market for environmentally friendly technologies in Kazakhstan.

**JUSTIFICATION:**

As part of the first component проекта of the GCIP-Kazakhstan project, it is necessary to create and strengthen innovative environmentally friendly startups at an early stage.

The component is aimed at providing direct support to aspiring startups in increasing their potential and competitiveness by training and implementing an acceleration system for startups in the field of clean technologies.

For the successful implementation of the GCIP-Kazakhstan project необходим, a Performer is neededwho will coordinate all project work in accordance with the goals, work plan and budget specified in the project document.

**GOAL:**

The overall goal of the Contractor's work is the successful implementation of the project in accordance with the goals, work plan and budget set out in the project document.

**SCOPE OF SERVICES:**

**Project Management and Monitoring:**

1. эeffective planning and implementation of the project, with the participation of all stakeholders, in accordance with проектным the project document.

2. Technical support of the Ministry of Ecology and Natural Resources of the Republic of Kazakhstan (hereinafter-MENR), the Center, regional departments and local authorities on sustainable promotion of innovations in the field of environmentally friendly technologies;

3. пpreparation and implementation of items of the annual work plans for the project;

4. (c) Coordinate and manage project implementation in a timely manner in order to make progress towards achieving the main project indicators, and propose appropriate adjustments, if necessary;

5. пEfficient management of funds in accordance with the requirements of the Centre and UNIDO-GEF;

6. оorganization and management of the Project Implementation Team, control of project personnel, consultants and subcontractors;

7. development of terms of reference and contracts for national and international consultants, responsibility for the procedures for recruiting experts within the project;

8. оensuring effective interaction with relevant government agencies, scientific institutions, non-governmental organizations and other parties;

9. рdevelop relations with other relevant state and international programs and organizations;

10. рDissemination of information on project activities and project results to partners and the general public (including ensuring обновленияthat the web page of the Center, GCIP, MENR is updated);

11. сsupporting internal processes for quality control, including creating a log of risks, problems and quality indicators of project activities, monitoring and maintaining these logs, and making necessary changes;

12. Providing a progress report on project implementation in accordance with the project document and the requirements of the Center and UNIDO-GEF;

13. оproviding the necessary information for external independent project evaluators;

14. рRegular reporting and communication with the national steering committee and Центром, the UNIDO-GEF Focal Point on the status of the project, including challenges;

15. control the expenditure of project funds for their intended purpose in accordance with the approved budget and each result;

16.monitoring and coordinating the delivery of co-financing provided for in the project documentation;

17. оprovide regular input from the parties for financial and program management on the progress of project implementation, financial status in various journals;

18. to ensure the quality of work during field trips, if necessary;

19. Preparation of analytical notes and references on the activities of the GCIP-Kazakhstan project and promotion of innovations in the field of clean technologies at the request of the Center, MENR and/ or UNIDO-GEF;

20. To perform any other actions that may be assigned by the Center and the national steering committee for the successful implementation of the project;

21. Public involvement – full and continuous participation of key stakeholders in all majorя decision-making processes, transparency of information to the general public in general and on specific provisions;

22. уparticipation in project and partner events.

**ANALYTICS:**

1. Provision of technical analysis within the framework of the three GCIP guidelines for Kazakhstan;

2. пprovision (and, if necessary, development) of technical knowledge and materials for training and certification of experts in clean technology innovation and entrepreneurship (trainers, mentors, judges);

3. пproviding technical support and materials for building local innovation ecosystems;

4. пProviding technical expertise and input to the two cycles of the annual GCIP competitive accelerators in Kazakhstan (2024 and 2025);

5. пprovision of technical knowledge and materials to provide support services to green technology enterprises after the completion аof the accelerator for commercialization;

6. пprovide technical expertise and inputs for efforts to mobilize investment for the implementation of at least two innovative clean technology solutions in different sectors;

7. пProvide expertise and materials to build institutional capacity for at least 50 participants эinы the Clean Technology, Innovation and Entrepreneurship (CIEE)systems, including entrepreneurship training programs for local universities. Providing expertise and materials for communication, collaboration and synergy between CIEES.

**SERVICE TASKS:**

The main task of the Contractor is to ensure the successful implementation of the GCIP-Kazakhstan project in accordance with the goals, work plan and budget specified in the project document. To achieve this goal, you must complete the following tasks:

1. Adaptation of the guidelines for the global clean technology innovation program;
2. Completion of the 1st cycle иof the Global Innovation Programme at the national level, consisting of the following stages:

Stage 3: start-up regeneration акселерация стартапов цикла 2023of the 2023 cycle;

Stage 4: продвинутая (advanced startup acceleration цикла 2023of the 2023 cycle.

1. implementation of the 2nd cycle иof the Global Innovation Programme at the national level, consisting of the following stages:

Stage 1: пre-acceleration of startups in 2024;

Stage 2: ax iteration of startups in 2024.

1. Completion of the 2nd cycle иof the Global Innovation Programme at the national level, consisting of the following stages:

Stage 3:ост аstart-up regeneration of the 2022024-year cycle;

Stage 4: продвинутая (advanced startup acceleration of the 202 4-2024year cycle.

1. implementation of the 3rdcycle иof the Global Innovation Programme at the national level, consisting of the following stages:

Stage 1: пre-acceleration of startups 2025 years;

Stage 2: acceleration of startups 2025 years.

In addition, the Contractor will have to coordinate activities within the framework of initiatives implemented by the Center, national partners and international organizations, which will allow for synergy between projects in different areas, but with similar goals (for example, in the field of climate risk management, sustainable natural resource management, community-based development, etc.).

Achieving results within the established time frame and in accordance with the GCIP-Kazakhstan Project Action Plan.

**RESTRICTIONS:**

Until the end of the process of working with a startup within the framework of the GCIP-Kazakhstan project, it is prohibited for a current participant in the acceleration or pre-acceleration program of the GCIP-Kazakhstan project to participate as a startup participant and make a profit together with the startup. The contractor pays equal attention to all startups participating in the GCIP-Kazakhstan project program. It is not allowed to select individual startups and set priorities for individual startups.

**KOORDINATION:**

The contractor will work under the supervision of the Director of the Project Management Department of the Center.

The contractor will perform daily work on the GCIP-Kazakhstan project. He / she will be supported by the Administrative and Financial Assistant of the GCIP-Kazakhstan project, as well as national and international project consultants.

**STAGES, SERVICES, RESULTS AND DEADLINES**

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| --- | --- | --- | --- | --- |
| Stage | # | Services and Results | | Service delivery |
| period I | 1 | An individual annual work plan has been prepared and agreed upon in accordance with the GCIP-Kazakhstan project work plan, including a schedule of events with the Director of the PMD Center for 2024od. | | 7 weeks from the date of signing the contract |
| 2 | Tasks of the 1st stage of the approved individual annual work plan have been completed for 2024. | |
| **Overall result for Stage I** | | | **A report (1) on the work done (act of work performed) was prepared, including supporting materials/documents/reports/service notes, etc** | 7 weeks from the date of signing the contract |
| II | 3 | Tasks of the 2nd stage of the approved individual annual work plan for 2024 have been completed. | | 14 weeks from the date of signing the contract |
| 4 | Short reports were provided Reports/analytical notes/information notes to the Director of the PMD/ Director / Deputy Director of the Center/ MENR/ UNIDO on the overall progress and results of the GCIP-Kazakhstan project in achieving operational and financial goals. | |
| 5 | The GCIP-Kazakhstan project is presented at events/seminars/trainings/round tables/webinars/mass media/social networks related to the GCIP-Kazakhstan project activities. | |
| 6 | Maintain and ensure communication with public authorities and private companies, donors and international organizations on issues related to the implementation of the GCIP-Kazakhstan project, and coordinate joint activities.  Ensure effective collaboration of the PMD with UNIDO / project partners (NGIN and CTG) and / or other stakeholders and development partners on issues related to the implementation of the GCIP-Kazakhstan project. | |
| **Overall result for Stage II** | | | **A report (2) on the work done (act of work performed) was prepared, including supporting materials/documents/reports/service notes, etc** | 14 weeks from the date of signing the contract |
| III | 7 | The tasks of the 3rd stage of the approved individual annual work plan for 2024 were completed. | | 21 weeks from the date of signing the contract |
| 8 | Provide regular reports/analytical reports/information notes to the Director of the PMD, Chairman / Deputy Chairman of the Center/ MENR / UNIDO on the overall progress and results of the GCIP-Kazakhstan project in achieving operational and financial goals. | |
| 9 | Represent the GCIP-Kazakhstan project at events/seminars/trainings/round tables/webinars/mass media/social networks related to the GCIP-Kazakhstan project activities. | |
| 10 | Maintain and ensure communication with public authorities and private companies, donors and international organizations on issues related to the implementation of the GCIP-Kazakhstan project, and coordinate joint activities.  Ensure effective collaboration of the PMD with UNIDO / project partners (NGIN and CTG) and / or others. | |
| **Overall result for Stage III** | | | **A report (3) on the work done (act of work performed) was prepared, including supporting materials/documents/reports/service notes, etc** | 21 weeks from the date of signing the contract |
| IV | 11 | The tasks of the 4th stage of the approved individual annual work plan for 2024. | | 28 weeks from the date of signing the contract |
| , 12 | Provide regular reports/analytical reports/information notes to the Director of the PMD, theChairman / Deputy Chairman ofредседателя the Center/ MENR / UNIDO on the overall progress and results of the GCIP-Kazakhstan project in achieving operational and financial goals. | |
| 13 | Monitoring the effectiveness of the implementation of the GCIP-Kazakhstan project work plan to achieve the annual goals and indicators of the GCIP-Kazakhstan project. | |
| 14 | Present the GCIP-Kazakhstan project at events/seminars/trainings/round tables/webinars/mass media/social networks related to the GCIP-Kazakhstan project activities. | |
| 15 | Maintain and ensure communication with public authorities and private companies, donors and international organizations on issues related to the implementation of the GCIP-Kazakhstan project, and coordinate joint activities.  Ensure effective collaboration of the PMD with UNIDO / project partners (NGIN and CTG) and / or other stakeholders and development partners on issues related to the implementation of the GCIP-Kazakhstan project. | |
| **Overall result for Stage IV** | | | **A report (4) on the work done (act of work performed) was prepared, including supporting materials/documents/reports/service notes, etc** | 28 weeks from the date of signing the contract |
| V | 16 | The tasks of the 5th stage of the approved individual annual work plan for 2024 have been completed. | | 28 weeks from the date of signing the contract |
| 17 | Provide regular reports/ analytical notes / information notes to the Director of the PMD, Chairman / Deputy Chairman of the Center/ MENR / UNIDO on the overall progress and results of the GCIP-Kazakhstan project in achieving operational and financial goals. | |
| 18 | A preliminary individual annual work plan for 2025 has been preparedод. | |
| 19 | Maintain and ensure communication with public authorities and private companies, donors and international organizations on issues related to the implementation of the GCIP-Kazakhstan project and coordinate joint activities.  Ensure effective collaboration of the PMD with UNIDO / project partners (NGIN and CTG) and / or other stakeholders and development partners on issues related to the implementation of the GCIP-Kazakhstan project. | |
| **Overall result for Stage V** | | | **A report (5) on the work done (act of work performed) was prepared, including supporting materials/documents/reports/service notes, etc.** | 35 weeks from the date of signing the contract |
| VI | 20 | Tasks of the 6th stage of the approved individual annual work plan for 2024 have been completed. | | 41 weeks from the date of signing the contract. |
| 21 | Prepared and agreed A quarterly and / or annual report on the progress of the GCIP-Kazakhstan project. | |
| 22 | The minutes of the meeting of the Project Management Committee (PMC), and the PMC Chairman were prepared and signed. | |
| 23 | Financial reports were prepared and agreed with the Center's structural divisions. | |
| 24 | Annual project work plan проекта for 2025 2025 approved | |
| by the CMP 25 Preliminary project | Procurement plan for 2025 has been prepared. | |
| **Overall result for Stage VI** | | | **A report (6) on the work done (act of work performed) has been prepared, including supporting materials/documents/reports/service notes, etc.** | 41 weeks from the date of signing the contract |
| VII | 26 | An annual individual report has been prepared and agreed upon. An annual individual work plan in accordance with the work plan of the GCIP-Kazakhstan project, including the schedule of events with the Director of the PMD Center for 2025 have been prepared. | | 49 weeks from the date of signing the contract. |
| 27 | Tasks 7of the 7th stage of the approved individual annual work plan for 2025od. | |
| 28 | Reports/analytical references/information references were provided to the director of the PMD/ To the Chairman/ Deputy Chairman of Director the Center/ MENR / UNIDO on the overall progress and results of the GCIP-Kazakhstan project in achieving operational and financial goals. | |
| 29 | The GCIP-Kazakhstan project is presented at events/seminars/trainings/round tables/webinars/mass media/social networks related to the GCIP-Kazakhstan project activities. | |
| 30 | Maintain and ensure communication with public authorities and private companies, donors and international organizations on issues related to the implementation of the GCIP-Kazakhstan project and coordinate joint activities.  Ensure effective collaboration of the PMD with UNIDO / project partners (NGIN and CTG) and / or other stakeholders and development partners on issues related to project implementation. | |
| **Overall result for Stage VII** | | | **А report (7) on the work done (act of work performed) was prepared, including supporting materials/documents/reports/service notes, etc.** | 49 weeks from the date of signing the contract. |
| VIII | 31 | The tasks 8 of the 8th stage of the approved individual work plan for 2025 were completed. | | 57 weeks  from the date of signing the agreement |
| 32 | Provide regular reports/analytical reports/information notes to the Director of the PMD, ПChairman / Deputy Chairman ofthe Center/ MENR / UNIDO on the overall progress and results of the GCIP-Kazakhstan project in achieving operational and financial goals. | |
| 33 | Represent the GCIP-Kazakhstan project at events/seminars/trainings/round tables/webinars/mass media/social networks related to the GCIP-Kazakhstan project activities. | |
| 34 | Maintain and ensure communication with public authorities and private companies, donors and international organizations on issues related to the implementation of the GCIP-Kazakhstan project and coordinate joint activities.  Ensure effective collaboration of the PMD with UNIDO / project partners (NGIN and CTG) and / or other stakeholders and development partners on issues related to the implementation of the GCIP-Kazakhstan project. | |
| **Overall result for Stage VIII** | | | **A report (8) on the work done (act of work performed) was prepared, including supporting materials/documents/reports/service notes, etc** | 57 weeks from the date of signing the agreement |
| IX | 35 | The tasks 9of the 9th stage of the approved individual annual work plan for 2025 were completed. | | 64 weeks from the date of signing the agreement  the contract |
| 36. | Regular reports/analytical reports/information notes to the Director of the PMD, ПChairman / Deputy Chairman of the Center/ MENR / UNIDO on the overall progress and results of the GCIP-Kazakhstan project in achieving operational and financial goals. | |
| 37 | Represent the GCIP-Kazakhstan project at events/seminars/trainings/round tables/webinars/mass media/social networks related to the GCIP-Kazakhstan project activities. | |
| 38 | Maintain and ensure communication with public authorities and private companies, donors and international organizations on issues related to the implementation of the GCIP-Kazakhstan project, and coordinate joint activities.  Ensure effective collaboration of the PMD with UNIDO / project partners (NGIN and CTG) and / or other stakeholders and development partners on issues related to the implementation of the GCIP-Kazakhstan project. | |
| **Overall result for Stage IX** | | | **A report (9) on the work done (act of work performed) was prepared, including supporting materials/documents/reports/service notes, etc.** | 64 weeks from the date of signing the agreement |
| X | 39 | Tasks of the 10thstage of the approved individual annual work plan for 2025 were completed. | | 72 weeks from the date of signing the agreement |
| 40 | Provide regular reports/analytical reports/information notes to the Director of the PMD, ПChairman / Deputy Chairman of the Center/ MENR / UNIDO on the overall progress and results of the GCIP-Kazakhstan project in achieving operational and financial goals. | |
| 41 | Represent the GCIP-Kazakhstan project at events/seminars/trainings/round tables/webinars/mass media/social networks related to the GCIP-Kazakhstan project activities. | |
| 42 | Maintain and ensure communication with public authorities and private companies, donors and international organizations on issues related to the implementation of the GCIP-Kazakhstan project and coordinate joint activities.  Ensure effective collaboration of the PMD with UNIDO / project partners (NGIN and CTG) and / or other stakeholders and development partners on issues related to the implementation of the GCIP-Kazakhstan project. | |
| **Overall result for Stage X** | | | **A report (10) on the work done (act of work performed) was prepared, including supporting materials/documents/reports/service notes, etc.** | 72 weeks from the date of signing the agreement |
| XI | 43 | The tasks 11of the 11th stage of the approved individual annual work plan for 2025одwere completed. | | 80 weeks from the date of signing the agreement |
| 44 | Provide regular reports/analytical reports/information notes to the Director of the PMD, the Chairman / Deputy Chairman of the Center/ MENR / UNIDO on the overall progress and results of the GCIP-Kazakhstan project in achieving operational and financial goals. | |
| 45 | Represent the GCIP-Kazakhstan project at events/seminars/trainings/round tables/webinars/mass media/social networks related to the GCIP-Kazakhstan project activities. | |
| 46 | Maintain and ensure communication with public authorities and private companies, donors and international organizations on issues related to the implementation of the GCIP-Kazakhstan project and coordinate joint activities.  Ensure effective collaboration of the PMD with UNIDO / project partners (NGIN and CTG) and / or other stakeholders and development partners on issues related to the implementation of the GCIP-Kazakhstan project. | |
| **Overall result for Stage XI** | | | **A report (11) on the work done (act of work performed) was prepared, including supporting materials/documents/reports/service notes, etc.** | 80 weeks from the date of signing the agreement. |
| XII | 47 | Tasks 12of the 12th stage of the approved individual annual work plan for 2025have been completed. | | 90 weeks from the date of signing the agreement. |
| 48 | A quarterly and/or annual report on the progress of the GCIP-Kazakhstan project has been prepared and agreed | |
| 49 | The minutes of the meeting of the Project Management Committee (PMC) have been prepared and signed by the PMC Chairman. | |
| 50 | The annual/final financial reports have been prepared and agreed upon by the PMC Chairman.50. | |
| 51 | The final workshop on closing the GCIP-Kazakhstan project was held. | |
| 52 | The final report on the GCIP-Kazakhstan project was prepared. | |
| **Overall result for Stage XII** | | | **A report (12) on the work done (act of work performed) has been prepared, including supporting materials/documents/reports/service notes, etc.** | 90 weeks from the date of signing the agreement |

If the Customer has any comments/objections to the services, the Contractor is obliged to eliminate the Customer's comments / objections within the time period agreed with the Customer, but no more than 5 (five) business days from the date of receipt of the Customer's request.

**Note:**

1. The contractor is responsible for the quality of the prepared materials in accordance with the terms of this technical assignment.
2. The contractor works under the supervision of the director of the PMD Center.
3. The contractor prepares reports in Russian and English.
4. The report must be submitted electronically in Microsoft Word, Excel, Powerpoint, Adobe, PDF, and other formats.

If a trip is required to participate in GCIP-Kazakhstan project events , the Contractor notifies the project team at least за 2 weeks before the trip. Trips are reimbursed in accordance with the terms of the Paid Service Agreement.

**Basic conditions:**

1. It is necessary to ensure compliance with the legislation and regulations of the Republic of Kazakhstan on copyright (and related rights).
2. Do not share confidential information received from the GCIP-Kazakhstan project team.
3. Do not have any commercial interest in the startup team or officially become part of the team or work with it.
4. Do not discuss with any of the GCIP-Kazakhstan judges any aspect of the competitors ' business participating in the GCIP-Kazakhstan accelerator.
5. The commercial offer must include a breakdown of the lump sum according to the following payment schedule:

|  |  |
| --- | --- |
| **% of the contract amount** | **Service delivery stage** |
| 5 | Stage I |
| 8 | Stage II |
| 8 | Stage III |
| 8 | Stage IV |
| 8 | Stage V |
| 8 | Stage VI |
| 8 | Stage VII |
| 8 | Stage VIII |
| 8 | Stage IX |
| 8 | Stage X |
| 8 | Stage XI |
| 15 | Stage XII |