**Terms of reference**

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| **Position:** | National Consultant to support the process of harmonization of legislation in the field of climate change for prioritization of sectors and development of a pool of projects for the Green Climate Fund (hereinafter referred to as the Contractor) |
| **Project Name:** | "Further strengthening Kazakhstan's programming capacity, institutional support for expanding direct access to the Green Climate Fund and development of green finance system." |
| **Contract Type:** | Individual Contract |
| **Place of work:** | Home-based |

**Introduction:**

The International Center for Green Technologies and Investment Projects (hereinafter referred to as the Center) was designated by the Ministry of Ecology and Natural Resources of the Republic of Kazakhstan as the National Implementing Organization of 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".

*The Readiness project* is aimed at further strengthening the country's potential and creating favorable conditions for more active participation in the GCF and attracting climate investment. The first readiness grant created an initial enabling environment for the institutionalization of NUS and interaction with the GCF. The project will strengthen the NSO's ability to effectively and efficiently perform its functions, facilitate the successful completion of the GCF accreditation process by direct access applicants, and thus open up access to GCF funds to address climate change challenges in Kazakhstan, and allow for the development of an updated country program with a clear framework for priority climate change investments and portfolio. strengthen the practice of sustainable finance in the financial sector of Kazakhstan by creating an enabling institutional environment and building the capacity of local experts

**Justification:**

*The Readiness project provides for five tasks:*

**Task 1:** Update the Country Programme in accordance with GCF procedures and establish a coordination mechanism

**Task 2.** Institutional and potential support for direct access applicants in the GCF accreditation process

**Objective 3:** Building the capacity of the private sector to facilitate the planning and implementation of GCF-funded activities

**Task 4:** Support Hydrometeorological diagnostics and identify future investment needs

**Task 5.** Preparation of a concept for integrating green finance issues into existing operations of the banking sector and financial institutions.

**Goal:**

Prioritization of sectors within the project pool of the Kazakhstan Country Program for the Green Climate Fund

**Scope of work:**

In cooperation with project experts and in coordination with the Department of Climate Policy of the Ministry of Ecology and Natural Resources of the Republic of Kazakhstan, the Contractor should work on the implementation of the following tasks:

1. The provision of analysis and additions to the changes, and/or the correction of new proposed changes must be carried out by creating a comparative table in Word format. This table should indicate both the current version and the proposed version of regulatory legal acts, as well as related regulatory legal acts of the Republic of Kazakhstan, if necessary.

The table should include the following information:

- The name of the regulatory legal act.

- The current version of the text.

- The proposed version of the text.

- Justification of the proposed changes and additions.

The rationale for the changes should be described in detail, indicating the reasons for the need to make these changes, which will help to understand the purpose and effects of the proposed amendments.

2. Participation in meetings of working groups and making adjustments to legislation, based on the results of meetings of working groups, if necessary, regulating the relations of initiated amendments to legislation and related normative legal acts of the Republic of Kazakhstan (draft Resolutions of the Government of the Republic of Kazakhstan, Orders of the Minister of Ecology and Natural Resources), if necessary;

3. If necessary, support for initiated amendments in accordance with legislative regulations and procedures in terms of promotion in organizations, associations and other interested institutions – initiated changes and adjustments to legislation, assistance includes:

- Participation in meetings and meetings that focus on discussion and analysis of proposed amendments.

- participation in the work of working groups and presentation of positions on proposed amendments, as well as active participation in the discussion and development of recommendations.

- Preparation of meeting minutes and development of a matrix that systematizes comments and proposed adjustments to proposed changes in legislation.

**RESULTS AND DEADLINES**

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| **№**  **n/a** | **Expected Results** | **Deadline** |
|  | An analysis and additions to the changes have been prepared, and/or an adjustment of new proposed changes with the provision of justifications  A report on the services provided under item 1 of the scope of services has been prepared, containing supporting materials (analysis and additions to the changes, and/or correction of new proposed changes with justification). | 15 weeks from the date of signing the contract |
|  | Participation in meetings of working groups and making adjustments to legislation, based on the results of meetings of working groups, if necessary, regulating the relations of initiated amendments to legislation and related normative legal acts of the Republic | 23 weeks from the date of signing the contract |

**Business trip:**

Business trips according to this ToR are not provided.

**Note:**

• The contractor is responsible for the quality of the prepared materials within the framework of his duties;

• The contractor prepares reports in Russian;

• The report on the services rendered must be submitted electronically in MS Word format for Windows files via the electronic document management system. If the report is provided on paper, then the reporting materials must be stitched. The title page of the report should contain the full name of the Contractor, the name of the services rendered, the details of the contract, signature, and contact information.

**Basic conditions:**

• When providing all types of services, the Contractor must ensure the complete safety of materials and finished products, excluding the creation of counterfeit products.

• It is necessary to ensure compliance with the legislation and regulatory legal acts of the Republic of Kazakhstan on copyright (and related rights).

• All rights to the manufactured products, including original documents and copies thereof, may be transferred to any third party by the decision of the Customer, and such transfer may be carried out directly to a third party and immediately after completion and acceptance of the services.

**Payment schedule:**

The contractor must take into account all expenses, including fees for professional services, travel, accommodation and other expenses, in his financial proposal for the fulfillment of the tasks of the TOR. Transportation costs are indicated only if the trips are provided for in the Terms of Reference.

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| **% of the amount Readiness-2** | **Stage of work** |
| 50% | Readiness-stage 1 |
| 50% | Readiness-stage 2 |

**Required skills and abilities:**

• Education – higher legal education;

• At least 3 years of practice in legal support of transactions in the field of environmental protection or the development of NPAs;

• At least 3 (three) years of experience as a lawyer in companies or government agencies;

• Experience working with international organizations is welcome;

• Membership in international and Kazakhstani professional organizations is welcome;

**Knowledge of languages:**

Fluency in spoken and written Russian is required, knowledge of Kazakh will be an advantage.