



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE UNDP-KGZ-00781

Title: International consultant on green finance resource mobilization and development of Concept Notes to Green Climate Fund

Allowable Manner of Submitting Proposals	<p>This specific tender is managed via the new supplier portal system of UNDP. If you are interested in submitting a bid for this tender, you must subscribe following the instructions in the user guide. If you have not registered a profile with this system, you can do so by following the link for Supplier Registration.</p> <p>Proposals, comprising of documents stated in this Procurement Notice, should be submitted to UNDP Kyrgyzstan through new UNDP sourcing system – QUANTUM</p> <p>Should you require any guidance on new UNDP sourcing system or face with any difficulties when registering your company or submitting your proposal, please send an email to the UNDP Procurement Team at procurement.sdg.kg@undp.org</p> <p>No hard copy or email submissions will be accepted by UNDP</p>
Deadline for Submission	<p>Please find more information and the deadline information at: http://supplier.quantum.partneragencies.org.</p>
Documents to be included in proposal	<ul style="list-style-type: none">• Proposal: Resume/CV (including past experience in similar projects);• Signed confirmation of interest and submission of financial proposal form (the form is attached)- Annex 1;• Copy of ID (passport);• Copy of Diploma;• Any supporting documents to demonstrate skills as per requirements;



TERMS OF REFERENCE	
Project Name:	Capacity Building of National Financial Institutions to Access and Utilize Green and Climate Finance (Project ID: 01004366)
Position Title:	International consultant on green finance resource mobilization and development of Concept Notes to Green Climate Fund
Type of Contract:	Individual Contract
Duration of Contract:	45 effective person days within 5 months
Duty station:	Home-based, with one 3-day mission and one 2-day mission to Bishkek, Kyrgyzstan

BACKGROUND

The Kyrgyz Republic has demonstrated strong commitment to advancing its climate and sustainable development agenda, including through implementation of its Nationally Determined Contribution (NDC), National Adaptation Plan priorities, and the gradual operationalization of the national Green Taxonomy. However, despite growing demand for climate-aligned investments, national institutions continue to face constraints in accessing and mobilizing international climate finance, particularly from the Green Climate Fund (GCF). Limited institutional experience in structuring bankable private-sector proposals, navigating GCF investment criteria, and designing compliant financial instruments remains a key barrier to scaling up green and climate finance in the country.

Under the GCF Readiness project “Capacity Building of National Financial Institutions to Access and Utilize Green and Climate Finance,” implemented by United Nations Development Programme (UNDP) in the Kyrgyz Republic, targeted efforts are underway to strengthen the enabling environment for green finance. The project addresses systemic constraints across regulatory frameworks, institutional capacity, validation and verification systems, and green financial product development. Within this broader framework, specific project area focuses on strengthening national capacity to develop high-quality concept notes for priority sectors aligned with national climate objectives and international funding requirements.

The Climate Finance Center (CFC) may benefit from these efforts with enhanced technical capacity to structure private-sector-oriented concept notes that meet GCF standards. At the same time, Eldik Bank — Kyrgyzstan’s candidate for Direct Access Entity (DAE) accreditation — is positioned as a credible national institution capable of accessing and channeling GCF resources to the private sector. Developing a bankable, nationally aligned, and GCF-compliant concept note in collaboration with both institutions represents a critical step toward strengthening the country’s direct access ambitions and building a sustainable project pipeline.

The GCF applies structured investment and compliance requirements, including clear climate rationale, development impact, sound financial structuring, and adherence to environmental, social, and gender standards. For private-sector proposals, particular attention is required to financial viability, risk allocation, and effective use of concessional instruments. Preparing a concept note that meets these standards requires specialized expertise and close collaboration with national institutions to ensure both technical quality and institutional ownership.

In this context, UNDP intends to engage an international consultant on green finance resource mobilization and development of Concept Notes to Green Climate Fund (International Consultant) to support Eldik Bank in collaboration with the CFC in development of one bankable concept note, aligned with national priorities and structured for submission to the GCF. The assignment will combine hands-on technical drafting with embedded capacity building, ensuring that knowledge, methodologies, and templates developed during the process remain institutionalized within national systems and can be replicated for future submissions.

OBJECTIVE

To capacitate Eldik Bank and the Climate Finance Center to develop concept notes to vertical green finance funds and support Eldik Bank in development of one concept note for submission to Green Climate Fund.

SCOPE OF WORK

With overall guidance from the UNDP Sustainable Economic Development Cluster Team Leader and under direct supervision of the UNDP Development Finance and Green Economic Development Officer (Project Manager), the International Consultant shall carry out the following work:

- 1) Carry out a focused desk-top review and online consultations aimed at:
 - a. Reviewing national climate and development priorities (including NDC, NAP, Green Taxonomy and relevant sectoral strategies) to identify priority investment areas suitable for GCF support through a national financial institution;
 - b. Reviewing Eldik Bank's strategic documents, green portfolio, pipeline of potential projects, financial products and institutional systems relevant to climate finance operations;
 - c. Identifying preliminary institutional and technical capacity gaps of Eldik Bank and the Climate Finance Center in relation to structuring and submitting a bankable concept note, vis-à-vis GCF's requirements and procedures of related to concept note development, particularly for private-sector proposals.
- 2) Following the desk-top review, undertake a 3-day diagnostic mission to Bishkek, Kyrgyzstan to:
 - a. Hold technical working sessions with Eldik Bank senior management and relevant departments to agree on: Priority sector(s), Target beneficiaries, Proposed financing structure or facility, and Indicative GCF financial instrument;
 - b. Validate assumptions from desk-top review and initial consultations regarding financial structuring, leverage potential, institutional arrangements, and implementation framework for the Concept Note to be developed.
 - c. Conduct consultations with the Climate Finance Center to ensure alignment with national priorities and NDA procedures.
- 3) Based on the desk-top review and the diagnostic mission outcomes, and in close collaboration with Eldik Bank (with involvement of CFC), develop and finalize one bankable Concept Note through the following steps:
 - a. Develop the investment logic, climate rationale and theory of change aligned with national priorities;
 - b. Structure the financial model, including indicative budget, proposed use of GCF resources, leverage of private capital, and risk mitigation approach;
 - c. Integrate environmental, social and gender considerations in accordance with GCF requirements;
 - d. Draft, refine and finalize one complete Concept Note in line with the GCF template and submission standards (discussions and intermediate drafts could be in Russian and/or English, and the final version shall be in English);
 - e. During this stage, provide practical, on-the-job guidance to Eldik Bank and CFC staff (in Russian) to strengthen their understanding of concept note preparation and financial structuring.
- 4) After completion of the Concept Note, design and deliver capacity strengthening training. This task will require the following:
 - a. Develop a concise training program and materials (in Russian, but also in English when specifically requested by UNDP) based on the full concept note development process, including lessons learned, practical structuring steps, challenges encountered, and recommended approaches;
 - b. Conduct a 2-day mission to Bishkek to organize (in coordination with CFC and the Union of Banks) and deliver a half-day training workshop (in Russian, for approximately 20 participants, including representatives of CFC, Eldik Bank and other relevant stakeholders). At the workshop, present the finalized concept note as a practical case study demonstrating the methodology and structuring approach. Organizational costs of the workshop (catering, equipment, space rental if needed, etc.) will be covered by UNDP.
- 5) Prepare a final report (in English) with:
 - a. Work undertaken and finalized products prepared under the assignment, including but not limited to the Concept Note, training program and materials, etc;
 - b. Key capacity gaps identified;
 - c. Recommendations for further strengthening of national capacity for future concept note development.

DELIVERABLES			
#	PRODUCTS	DEADLINE	PAYMENT STRUCTURE (%)
1	1.1. Inception report with initial findings from the desk-top review and the brief workplan for the assignment. (Task 1) 1.2. Diagnostic mission report (itinerary, agenda, list of meetings, summary of interviews and discussions, presentations, next steps planned, etc.) (Task 2)	2 months after the contract start date	30%
2	A finalized Concept Note for Eldik Bank, ready for submission to GCF). (Task 3)	4 months after the contract start date	50%
3	3.1. Second mission/training workshop report (training program and materials, mission's itinerary, summary of interviews and discussions, lists of participants, agenda, presentations, registration lists, etc.) (Task 4). 3.2. Final report with required inputs described in Task 5 (pp. a, b, and c).	5 months after the contract start date	20%
	TOTAL:	5 months	100%

REPORTING REQUIREMENTS
<p>1. Consultant shall fulfil the assignments with overall guidance of the UNDP SED Cluster Team Leader and under direct supervision of the UNDP Development Finance and Green Economic Development Officer (Project Manager). The Verifying Officer – UNDP SED Cluster Team Leader.</p> <p>2. Consultant will report to the UNDP Development Finance and Green Economic Development Officer (Project Manager) on a regular basis to fulfil his/her assignments in accordance with the Schedule of Work.</p> <p>3. All reports should be provided in electronic version in English, with detailed description of the fulfilled tasks, according to the present Terms of Reference. Analytical documents, reports and notes, the final report describing the accomplishments, with all supporting documentation developed by consultant should be attached to the reports as annexes.</p> <p>4. Developed materials and products cannot be transmitted, distributed, published, and displayed without agreement of parts. Products developed under the present Terms of Reference will be available to other interested parties only by agreement with UNDP SED Team Leader and Development Finance and Green Economic Development Officer and are not subject to the public access if they are not officially published.</p>
QUALIFICATION AND COMPETENCY REQUIREMENTS
<ul style="list-style-type: none"> • Master's Degree, or equivalent, in finance and/or economics and/or engineering and/or agriculture and/or sustainable development • Experience in banking and/or finance sphere (such as credit analysis and lending, debt/equity investment mobilization and management, financial structuring, project financing, and/or related sphere) in private and/or public organizations. • At least 5 years of hands-on experience in the design and implementation of green finance and sustainable development initiatives within private financial institutions and/or public or non-governmental organizations • Proven experience in developing financial project proposals and concept notes, including preparation and formal submission to global financing facilities, international organizations and/or donor-funded programmes • Demonstrated knowledge of Green Climate Fund (GCF) requirements, evidenced by completed assignment involving GCF project preparation and formal submission processes, including stakeholder engagement. • Practical experience in Small, Medium and Large Enterprise development. • Excellent knowledge of English and fluency in verbal and written Russian.
SCOPE OF PRICE PROPOSAL
<p>Preferred Currency of Offer: United States Dollars (US\$).</p> <p>The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. 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).</p>

<p>For local contractors in Kyrgyzstan UNDP shall affect payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment. The prevailing UN operational rate of exchange is available for public from the following link: http://treasury.un.org/operationalrates/OperationalRates.aspx</p>
PAYMENT TERMS
<p>Payments will be disbursed as per installments based on the table “expecting deliverables” and submission & approval of respective products. Contractor shall submit reports, based on the format, describing all undertaken actions during implementation of the Terms of Reference, as per the established reporting schedule. Upon completion of tasks, contractor shall submit the interim and final reports, which are approved by the UNDP, based on which the payments will be disbursed.</p> <p>The payments will be processed within 30 days after the acceptance of rendered services by UNDP and billing.</p>
ADDITIONAL REQUIREMENTS FOR RECOMMENDED INDIVIDUAL CONTRACT HOLDERS
<p>Statement of Medical Fitness for Work</p> <p>Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN - approved doctor prior to taking up their assignment.</p> <p>Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.</p> <p>Inoculations/Vaccinations</p> <p>Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.</p>
SECURITY CLEARANCE
<p>The Expert should undertake the Security Test (BSAFE) course prior to travelling. These requirements apply for all Consultants, attracted individually or through the Employer. Advanced request for Security Clearance via online DSS web-site https://dss.un.org/dssweb/ and approval is required for all official travels.</p>
TRAVEL REQUIREMENTS
<p>One 3-day mission (3 overnights) and one 2-day mission (2 overnights) to Bishkek, Kyrgyzstan.</p>
UNDP CONTRIBUTION
<p>UNDP will provide the Contractor with the following, needed for effective and timely implementation of the assignment:</p> <ul style="list-style-type: none"> - Project related documentation. - Contact details of relevant stakeholders. - Corporate forms and templates. - Conference facilities at the UNDP office premises for working meetings, if available.

EVALUATION

Offerors will be evaluated based on the methodology of cumulative analysis.

The award of the contract of individual consultant should be made to the person 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.

Total score=Technical Score + Financial Score
 Technical Criteria weight – 70%, 700 scores
 maximum
 Financial Criteria weight – 30%. 300
 scores maximum

Only candidates obtaining a minimum of 490 from 700 point in the Technical part of evaluation would be considered for the Financial Evaluation in according to the formula:

$P=Y*(L/Z)$, where

P =points for the financial proposal being evaluated
 Y =maximum number of points for the financial proposal
 L = price of the lowest price proposal

Z =price of the proposal being evaluated

The selection of candidates will be done in 3 stages

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

Minimum Eligibility Criteria	
1	Master’s Degree, or equivalent, in finance and/or economics and/or engineering and/or agriculture and/or sustainable development
2	5 years of hands-on experience in the design and implementation of green finance and sustainable development initiatives within private financial institutions and/or public or non-governmental organizations
3	Excellent knowledge of English and fluency in verbal and written Russian

2nd stage: Technical Evaluation

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

Criteria	Weight	Max. Point
Technical evaluation	70%	700
Experience in banking and/or finance sphere (such as credit analysis and lending, debt/equity investment mobilization and management, financial structuring, project financing, and/or related sphere) in private and/or public organizations. <i>For every year of relevant experience – 20 points</i>	20 %	200
Hands-on experience in the design and implementation of green finance and sustainable development initiatives within private financial institutions and/or public or non-governmental organizations <i>5 years of relevant experience - 140 points (minimum requirement) For each additional year - 20 points</i>	20 %	200

Proven experience in developing financial project proposals and concept notes, including preparation and formal submission to global financing facilities, international organizations and/or donor-funded programmes <i>For each document formally submitted to global finance funds, international organizations and/or donor-funded programmes - 50 points</i>	15 %	150
Demonstrated knowledge of Green Climate Fund (GCF) requirements, evidenced by completed assignments involving GCF project preparation and formal submission processes, including stakeholder engagement. <i>For each such completed assignment – 50 points</i>	10%	100
Practical experience in Small, Medium and Large Enterprise development <i>For presence for such experience - 50 points</i>	5%	50

Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Interview would be considered for the Financial Evaluation

Financial evaluation	30%	300
3rd stage: Financial evaluation (according to the method described above)		