**Terms of Reference (ToR)**

**Consulting Services for Preparing Environmental Compliance Documentation Packages**

The Aga Khan Foundation (AKF) in the Kyrgyz Republic, along with its implementing partners like the Mountain Societies Development Support Program (MSDSP), has initiated a five-year project under the Local Impact Program. This joint initiative between AKF and the U.S. Agency for International Development (USAID) aims to create sustainable and meaningful impact across Asia and Africa by centering local communities in development efforts. Through Local Impact, AKF and USAID are collaborating with marginalized and vulnerable populations to: (1) promote inclusive economic development and enhance basic livelihoods; (2) improve infrastructure and access to essential services, with a focus on clean energy; (3) build the capacity of citizens and local institutions; and (4) foster diversity and social cohesion.

AKF Kyrgyz Republic has launched a Call for Ideas to promote innovative renewable energy solutions in the regions of Osh, Jalal-Abad, Batken, and Naryn. This initiative seeks to empower individuals, farmers' unions, cooperatives, and small and medium-sized enterprises (SMEs) by supporting the development and implementation of sustainable energy projects, particularly in solar energy, micro-hydropower systems, and other renewable technologies. Currently, Local Impact is seeking to engage consultancy services for the preparation of environmental compliance documentation packages.

**Objective**

To provide consulting services for the development of environmental compliance documentation packages, including the ERC (Environmental Review Checklist), EMMP (Environmental Mitigation and Monitoring Plan), and ROC (Record of Compliance).

**Consultant Responsibilities**

* Review project documentation, baseline data, and materials from three selected candidates involved in the pilot projects.
* Conduct initial meetings with stakeholders to gain insights into project specifics and challenges, with support from the project team.
* Prepare a preliminary monitoring report on environmental compliance.
* Identify key environmental risks associated with the three pilot sub-projects based on USAID’s environmental impact assessment criteria.
* Draft and finalize the environmental compliance documentation (ERC, including EMMP and ROC).
* Communicate any issues, delays, or other concerns to the technical consultants in a timely manner.
* Keep immediate supervisors and relevant stakeholders updated on progress and work plans.
* Collaborate effectively with other project team members.
* Define detailed tasks at each stage of the work.

**Essential Qualifications**

* Advanced degree in Environmental Science, Environmental Engineering, or a related field.
* Familiarity with government regulations and donor (USAID) requirements related to environmental management.
* Strong communication and collaboration skills.
* Fluency in spoken and written Russian and English.

**Duration of Services**

* The estimated time to complete the project tasks is 15 to 20 days, from **November 1, 2024- November 20, 2024**, with the potential for extension.
* The project timeline may be extended, and the consultant's contract may be renewed.
* The contract can be revised regardless of task completion and team progress.
* The consultant’s contract will be terminated if responsibilities are not fulfilled or tasks are not completed on time.

**Location of Services**

* Services will be conducted remotely in Bishkek, with site visits to three pilot projects located in Naryn (2 projects) and Jalal-Abad (1 project).

**Reporting**

Upon completion of the services, the consultant will provide both draft and final versions of the environmental compliance documentation package (ERC, EMMP, and ROC) to the Project Country Manager, the Project Officer responsible for environmental compliance documentation based in Tajikistan, and the Monitoring and Evaluation Coordinator.

**Budget**

The budget will cover the consultant’s professional fees, travel expenses, and other relevant costs associated with the assignment, which should be included in the proposal. The budget will be finalized upon agreement between AKF Kyrgyzstan and the selected candidate.

**Application Process**

Interested candidates are invited to submit their proposals to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. For further information please contact Sagyndyk Emilbek uulu at 0550529491 or by email [sagyndyk.emilbekuulu@akdn.org](mailto:sagyndyk.emilbekuulu@akdn.org)